

Role Description

Recruitment Business Partner

Cluster	Stronger Communities
Department/Agency	Office of the Director of Public Prosecutions
Division/Branch/Unit	Corporate Services / Human Resources Branch
Classification/Grade/Band	Prosecution Officer (Administrative) Level 6
ANZSCO Code	223111
PCAT Code	2291224992
Date of Approval	08 February 2017
Agency Website	www.odpp.nsw.gov.au

Agency overview

The Office of the Director of Public Prosecutions (ODPP) provides an independent, efficient, fair and just prosecution service for the people of New South Wales. Its vision is to be a dynamic prosecution service recognised for its excellence and leadership. It acts in the public interest for NSW Parliament, the Judiciary, the Courts, Police, victims, witnesses, accused persons and other stakeholders in the criminal justice system and the community.

The Corporate Services division provides a wide range of management services to the organisation specialising in the key areas of finance, human resources, procurement, information technology, training and asset management. The Division strives for and is committed to excellent customer support to the ODPP and its key stakeholders.

Primary purpose of the role

Manages the end to end recruitment activity for the ODPP ensuring compliance with relevant public sector policies, practices and statutory requirements. Collaborates with senior executives to identify future resource requirements and develop appropriate recruitment strategies. Provides expert advice, coaches and builds capacity of senior executives and managers to effectively contribute to the recruitment process.

Key accountabilities

- Develop and implement a recruitment delivery strategy and supporting processes, in collaboration with senior executives, to ensure the recruitment of suitably qualified and experienced candidates to deliver high levels of professional service
- Coordinate advertising of vacancies both internal and external including online, print media, specialist recruitment agencies and other appropriate methods, ensuring compliance with relevant recruitment policies and statutory requirements
- Provide expert advice and support to managers and staff in recruitment policy and practice, market advice and knowledge and coaching in selection techniques to build optimal recruitment capacity across ODPP
- Manage the selection process including advertising vacancies, establishing selection committees, reviewing applications, arranging interviews, statutory and referee checks, assessments, and oversee the completion of relevant reports and supporting documentation

- Review selection committee recommendations to ensure recruitment process compliance; oversee offers of employment, arrange and where necessary, negotiate entry on duty date, facilitate new employee induction and ensure unsuccessful applicants are provided with appropriate feedback
- Develop and manage effective professional relationships with senior executives, internal and external networks to contribute to recruitment strategy development, candidate attraction and identifying longer term talent requirements
- Oversee the collection, recording and reporting on recruitment metrics to support recruitment strategy development and implementation and statutory recruitment activity compliance
- Continually review the recruitment and selection activity to identify opportunities to improve and streamline processes, promote best practice and optimal engagement of senior management

Key challenges

- Ensuring ODPP recruitment policy and practice complies with relevant public sector policies and statutory requirements and reflects best practice
- Fostering and facilitating the optimal engagement of senior management in the development of recruitment strategy and participation in selection process
- Developing and maintaining a thorough knowledge and understanding of the resourcing requirements of ODPP, in particular, those relating to the recruitment of legal professionals

Key relationships

Internal

Who	Why
Manager, HR Business Partners/Projects	<ul style="list-style-type: none"> • Receive guidance and support, provide expert advice and exchange information
Senior Executives, Managers	<ul style="list-style-type: none"> • Consult and collaborate on recruitment strategy development, candidate attraction and identifying longer term talent requirements
ODPP Staff	<ul style="list-style-type: none"> • Provide support and expert advice in all aspects of recruitment and selection

External

Who	Why
Executive Search/Recruitment agencies	<ul style="list-style-type: none"> • Identify and maintain relationships with executive search agencies, consult and collaborate on executive recruitment

Role dimensions

Decision making

The Recruitment Business Partner operates with a high level of autonomy, determines key operational objectives in consultation with the Manager Human Resources Business Partners/Projects and is individually accountable for the quality, integrity and validity of the content of advice provided and demonstrating sound judgement in the exercise of delegated authority.

Reporting line

Manager, HR Business Partners/Projects

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements

- Tertiary qualifications or equivalent experience and knowledge of current recruitment and staff retention best practice.

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into focus capabilities and complementary capabilities

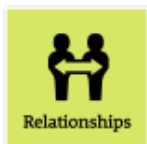
Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

Focus capabilities

Capability group/sets	Capability name	Behavioural indicators	Level
	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow• Ensure that others are aware of and understand the legislation and policy framework within which they operate• Act to prevent and report misconduct and illegal and inappropriate behaviour	Adept
	Manage Self Show drive and motivation, an ability to self-reflect and a commitment to learning	<ul style="list-style-type: none">• Keep up to date with relevant contemporary knowledge and practices• Look for and take advantage of opportunities to learn new skills and develop strengths• Show commitment to achieving challenging goals• Examine and reflect on own performance• Seek and respond positively to constructive feedback and guidance• Demonstrate and maintain a high level of personal motivation	Adept

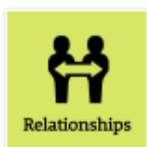


Communicate Effectively

Communicate clearly, actively listen to others, and respond with understanding and respect

- Present with credibility, engage diverse audiences and test levels of understanding
- Translate technical and complex information clearly and concisely for diverse audiences
- Create opportunities for others to contribute to discussion and debate
- Contribute to and promote information sharing across the organisation
- Manage complex communications that involve understanding and responding to multiple and divergent viewpoints
- Explore creative ways to engage diverse audiences and communicate information
- Adjust style and approach to optimise outcomes
- Write fluently and persuasively in plain English and in a range of styles and formats

Advanced



Influence and Negotiate

Gain consensus and commitment from others, and resolve issues and conflicts

- Negotiate from an informed and credible position
- Lead and facilitate productive discussions with staff and stakeholders
- Encourage others to talk, share and debate ideas to achieve a consensus
- Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes
- Influence others with a fair and considered approach and sound arguments
- Show sensitivity and understanding in resolving conflicts and differences
- Manage challenging relationships with internal and external stakeholders
- Anticipate and minimise conflict

Adept

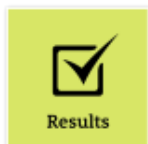


Deliver Results

Achieve results through the efficient use of resources and a commitment to quality outcomes

- Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes
- Make sure staff understand expected goals and acknowledge staff success in achieving these
- Identify resource needs and ensure goals are achieved within set budgets and deadlines
- Use business data to evaluate outcomes and inform continuous improvement
- Identify priorities that need to change and ensure the allocation of resources meets new business needs
- Ensure that the financial implications of changed priorities are explicit and budgeted for

Adept



Think and Solve Problems

Think, analyse and consider the broader context to develop practical solutions

- Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues
- Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others
- Take account of the wider business context when considering options to resolve issues
- Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements
- Implement systems and processes that are underpinned by high-quality research and analysis
- Look for opportunities to design innovative solutions to meet user needs and service demands
- Evaluate the performance and effectiveness of services, policies and programs against clear criteria

Advanced



Technology

Understand and use available technologies to maximise efficiencies and effectiveness



- Identify opportunities to use a broad range of technologies to collaborate
- Monitor compliance with cyber security and the use of technology policies
- Identify ways to maximise the value of available technology to achieve business strategies and outcomes
- Monitor compliance with the organisation's records, information and knowledge management requirements








Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

Capability group/sets	Capability name	Description	Level
	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate

	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Adept
	Work Collaboratively	Collaborate with others and value their contribution	Adept
	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Intermediate
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Adept
	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Adept